

**TECHNICAL ASSISTANCE 2003-2004
FINAL REPORTING INSTRUCTIONS**

Do not return the completed report via fax or email. Original signatures and attachments are needed. Return no later than 30 days after the end of the activity and **no later than June 15, 2004** to:

Virginia Commission for the Arts
Lewis House - Second Floor
223 Governor Street
Richmond, VA 23219
804/225-3132

On a separate piece of paper, provide the following information in the order specified below. Title all pages, "Final Report - 2003-2004 Technical Assistance ." You may use this page as a checklist to make sure the report is complete.

1. Grant identification number. Refer to the award letter.
2. Grantee name, address, telephone, and contact person.
3. Independent city or county in which grantee is located.
4. Type of activity (conference/seminar, consultant, etc.)
5. Date(s) of activity, including start and end dates.
6. Total project cash expenses. Itemize all expenses such as fees (registration, consultant), travel (mileage, ticket), per diem, lodging, meals, taxi, and other. Remember to provide the grand total of all expenses.
7. Total project cash income. Itemize all sources of funding for this activity, including VCA grant total, income from your organization's general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Remember to give the grand total of all cash income for this activity.
8. Attach clear photocopies of receipts or invoices for which reimbursement is requested.
9. Total number of artists participating in this project.
10. Total number of individuals who directly participated in this activity.
11. Evaluation of activity. Write one of the following: "Excellent," "Very Good," "Good," "Fair," or "Poor."
12. Would you recommend this conference/seminar or consultant to another arts organization? Explain.
13. If a consultant was used, please list his/her name, name of business, address, telephone, and email, fax, and URL if applicable.
14. How did this conference/seminar or consultant improve your capabilities in relation to artistic quality, community service, or management of your organization?
15. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement please type the name, title and daytime phone of the person reporting, and provide an original signature.
16. Return the completed report to the Commission office no later than 30 days after the end of the activity and **no later than June 15, 2004.**